

**City of DuPont
Administrative Support
Supplemental Questionnaire**

Your responses will be used as part of the screening process. Please respond to the following questions on a separate sheet(s) of paper. Number your responses to correspond to the questions and describe experience and training in each one.

- 1. Describe your experience with communication and correspondence such as preparing flyers or brochures, posting notices on social media, preparing news releases, and writing reports.**

- 2. Please describe your experience performing duties such as greeting clients, answering phones, typing, scanning, sorting and distributing documents and/or incoming mail.**

- 3. Describe your experience in working in a professional work environment with little or no direct supervision. How did you resolve problems and what skills did you use in conflict resolutions with co-workers or the public?**